

**TOWN OF GRANBY
ATHLETIC FIELDS AND SPECIAL PROJECTS BUILDING COMMITTEE
MEETING MINUTES
MAY 15, 2012**

Present: Ronald Durej, David White, Jim Sansone, Jim Lofink, and. Benjamin Perron

Others Present: Dr. Patricia Law, Granby Memorial High School Principal; Tom Steinke, BOE Facilities Manager; and Scott Kuhnly, BOS Liaison

Chairman Durej confirmed a quorum and called the meeting to order at 7:00 p.m.

Public Comment

No public addressed the Committee.

Minutes

The Committee reviewed the minutes of the meeting of May 1, 2012 before taking action.

ON A MOTION by Mr. Sansone, seconded by Mr. White, the committee voted (5-0-0) to approve the minutes of May 1, 2012 as presented.

Review Proposal from CR3

Chairman Durej had previously email a document form CR3 to the committee members. This proposal outlines their Scope of Services, fee schedule, and other elements. Items reviewed included:

- The project scope.
- Six-lanes/eight lane straight track, lighting, and moving the softball field.
- Reference to the 2005 Master Plan – the committee doesn't know what this is. CR3 will be asked to attach this to the plan.
- Dr. Law thinks certain items need to be listed with more specific information.
- There should be reference to the referendum information in the CR3 document.
- Should the GAFLAC plan be included? Reference in whole or in part? There were costs included in the GAFLAC plan that might be good for comparison.
- There was discussion regarding add alternates for the project. It's thought creating a wish list is a good idea. If CR3 is working off plans from 2005, the committee would like to look at those plans to see what's listed there and compare this to the new scope of work being worked on now. The original plan should be reviewed before work proceeds with CR3.
- An add alternate (wish list) should be created now and added to as additional items are thought of. This list, so far, would include a concession stand, storage building, LED scoreboard, and premium turf.
- During the Bid Phase, will CR3 validate the bids? It is thought CR3 would verify information of bidders, to a degree. Will they also check to make sure the bids cover the request accurately?
- Mr. Perron asked if the committee would request CR3 to make drawings of the concept.
- The committee commented the fee schedule seems fair. It was noted that all project payments will be processed through the Town Manager's office.

- Regarding value engineering, it is thought that CR3 will give options.
- Chairman Durej will speak further with John Stewart from CR3 regarding creating a contract.

Dr. Law left at 8:00 p.m.

A draft list of questions was created during tonight's discussion. Chairman Durej will create a clean version of this list, which will be emailed to committee members and John Stewart at CR3. He will ask Mr. Stewart to attend a meeting on Tuesday, May 22, 2012, at 7:00 p.m. at the Police Department Community Room to provide answers to the questions asked. Mr. Durej will also ask CR3 if they can create a timeline for this project. The committee feels seeing this in writing would be helpful to them.

The next step, once all the questions are answered, should be to create a final draft of the contract and present it to Town Manager Smith.

The committee discussed asking Dr. Law and/or Mr. Addley for an update regarding communication and input from baseball parents. This committee feels the coaches, parents, and possibly students should be invited to share their thoughts and ideas on this proposed project. They would like to have direct contact with constituents – the users of the fields and sports areas, which would include all sports groups. It may be beneficial for the committee to schedule an informational session and ask Mr. Stewart, coaches, parents, and students to attend in order to hear from them directly.

The next meeting is scheduled for May 22, 2012 at 7:00 p.m. in the Police Department Community Room.

Adjournment

ON A MOTION by R. Durej, seconded by J. Lofink , the committee voted unanimously (5-0-0) to adjourn the meeting at 8:30 p.m.

Respectfully submitted,

Susan Christian
Recording Secretary